

ROUTING AND TRANSMITTAL SLIP

29 Oct 79

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <input type="text"/>	16/57	
2. <input type="text"/>		
3. Danny	10/30	10/30
4. DDA	10/30	10/30
5. WEB/BUDGET STAFF DDA SUBJECT	seen	12/17/79 12/17/79

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

As you recall when we sat down with Mr. Wortman a few weeks ago to discuss DDA personnel requirements, Mr. Wortman made the decision that for the present time he was not going to attempt to reallocate positions to cover other requirements. It was mentioned at the time that the Office of Personnel required an additional 11 positions and the attached memorandum records the same 11 positions. As I also recall it, Mr. Wortman was going to advise Personnel that he would "play the bottom line" and see how the Directorate's on-duty related to our ceiling during the fiscal year.

Don - I think we need to tell Harry to go ahead even though we don't have any ceiling. We may have to do some DDA belt tightening toward the end of FY-80.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

DDA Budget Staff

Room No.—Bldg.
7D-02 Hqs.

Phone No.

REGISTRY
FILE: Personnel

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Personnel Position Requirements

FROM: Harry E. Fitzwater
Director of Personnel
5E-58, Hqs.

EXTENSION

NO. PERS 79-6321

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Chief/Management Staff/
DDA 7D-10, Hqs.

2.

3.

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8.

3.

10.

11.

12.

13.

14.

15.

SECRET

Approved For Release 2004/05/12 : CIA-RDP83-00156R000600030096-4

PERS 19 (22)

DDA Registry
79-3409

26 OCT 1979

MEMORANDUM FOR: Acting Chief, Management Staff/DDA

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Position Requirements [REDACTED]

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25X1

25X1

1. This memorandum confirms a discussion between [REDACTED] of your staff and [REDACTED] OP/B&F Officer, regarding the Office of Personnel's unsatisfied position requirements, which totals eleven (11). [REDACTED]

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25X1

2. The Office of Personnel is presently authorized to be over our ceiling of [REDACTED] by 4 to provide staffing for minority recruitment (one position) and for the Policy Staff (three positions). Additional position requirements represent new areas in the Office of Personnel, and we have received approval to establish the following staffs:

a. Human Resources Analysis Staff - three positions are required for this staff, which is tasked with modeling the Agency's population and conducting graphic manpower studies.

b. Senior Intelligence Support Staff - four positions are currently required for the development and implementation of the Senior Intelligence Service. [REDACTED]

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25X1

3. We have made several internal adjustments for the reorganization in the Plans and Control area and for minority recruitment in the Recruitment and Placement area; however, there is still a need at this time for eleven (11) additional positions to accommodate the expanding responsibilities of the Office of Personnel. We would appreciate any relief that can be given during FY 1980 in order to fulfill these long-term activities in terms of awarding additional ceiling. [REDACTED]

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[REDACTED]
Harry E. Fitzwater

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